



What do I need to do to get a

**MANITOWOC
CALUMET
MCLS
LIBRARY SYSTEM**

**SERVING
THE LIBRARIES
BETWEEN
THE LAKES**

■ BRILLION ■ CHILTON ■ KIEL ■
■ MANITOWOC ■ NEW HOLSTEIN ■ TWO RIVERS ■

www.mc.lib.wi.us

MANITOWOC & CALUMET COUNTIES, WISCONSIN

Library Card?

Applicants for borrower's cards must present acceptable identification when applying for a borrower's card. Such identification must include verification of current address.

Forms of acceptable identification include:

- Wisconsin driver's license or Wisconsin state identification card
- Bank checkbook
- Bank savings book
- Current bill (received via the mail)
- Copy of current renter's lease
- Current motor vehicle registration
- Property tax receipt
- Medical Assistance Card (current month)
- School ID
- School Report card



Manitowoc
Public Library

Note: Minor children under 13 years of age must be accompanied by a parent or legal guardian with proper identification.

First Card: FREE

Replacements \$2.00 each.

Borrowing Information

LENDING PERIODS

3 Weeks: Books, magazines, audiobooks and music, toys, flannelgraphs and concept kits and CD-ROMs.

1 Week: Videos and DVDs

FINES

Late Books (Adult and Young Adult)
10¢ per day fine

Late Books (Youth)
5¢ per day fine

Late Videos and DVDs (Adult or Youth)
\$1.00 per day fine

Late ILL Materials
50¢ per day fine

Photocopies and Printouts 10¢ per page.

Convenient 24 HOUR DRIVE THROUGH MATERIALS RETURN available by using the Franklin Street entrance. Drive along the east side of the Library. Deposit materials. Exit by driving north toward the river.

Questions?

Call the Circulation Department at 920-686-3010



707 Quay Street • Manitowoc, WI 54220
920-686-3000

www.manitowoclibrary.org

Manitowoc Public Library Application for Library Card

Note: Applicants under 13 years of age must be accompanied by a parent or legal guardian with proper identification.
Print one character per space and leave one space blank between words.

First Name: _____ Middle Name: _____

Last Name: _____ (circle if applicable) Sr. Jr. Other _____

Home Phone: _____ - _____ -

Alternate Phone: _____ - _____ - _____

Birth Date (month/date/year): _____ / _____ / _____ Township: _____

Street Address: _____

City: _____ ZIP: _____ - _____

State: _____

By giving my email address to the Library, I authorize the Library to notify me via email for reserved items (holds) and overdue items.

Email: _____

The Library does not share your email address with any other agency or individual.

Drivers License/Other ID: _____ State (other than WI): _____

PLEASE READ AND SIGN BELOW:

- The Library charges fines for materials kept past the due date, for lost or damaged items, and for replacement cards.
- I understand that the surrendering of the borrowers card issued to me, or the surrendering of notices mailed or delivered to me by the Library, to a parent, guardian or other person, constitutes authorization to that person to view my registration record and records maintained by the Library of titles borrowed by me, under Wisconsin Statute 43.30 (1).
- If I provided an email address, I understand that others who share my email address will have access to any Library notices sent to me.

I accept responsibility for materials borrowed on this card:

Signature of applicant: _____ Date: _____

Parent's Information

Parent or legal guardian is responsible for the selection and return of materials borrowed by the minor child or legal ward to whom the card is issued.

I accept responsibility for materials borrowed by the minor child or legal ward to whom the card is issued.

Print name of parent or legal guardian: _____

Signature of parent or guardian: _____ Date of Birth (month/date/year): _____

Driver's License number or ID of parent or guardian: _____

FOR LIBRARY USE ONLY:

Input Date: _____

Staff Initials: _____ Barcode # _____ Profile Name: _____ User Cat. 1: _____

Privacy Waiver Authorization

(Optional)

- Wisconsin Public Libraries are required by law to protect the privacy of their users. I authorize the Manitowoc Public Library to allow the patrons listed below to pick up reserved items (holds) to pay fines, and to conduct other Library business on my behalf.
- I understand that in order to conduct Library business at Manitowoc Public Library, a person must have a valid Library card issued by the Manitowoc Public Library, Lester Public Library (Two Rivers), Kiel Public Library, Brillion Public Library, New Holstein Public Library, or Chilton Public Library. I have printed the name(s) and Library card number(s) of the person(s) who are authorized to conduct Library business on my behalf.
- I understand that the person checking out materials must present his or her own valid Library card and that this person will be responsible for the materials checked out on that card.

Your Name (printed on the line above)

Your User ID (all digits required)

Name of First Person who may use my card

Person's User ID (all digits required)

Name of Second Person who may use my card

Person's User ID (all digits required)

Signature: _____

If patron is under 13 years, please complete the following:

Name of Parent/Guardian (printed on the line above)

Parent's/Guardian's User ID (all digits required)

Signature of Parent/Guardian

Staff use only:

Follow Up Completion Date: _____

Staff Initials: _____